

**STATE MILITARY DEPARTMENT JOINT FORCE HEADQUARTERS
ALABAMA NATIONAL GUARD
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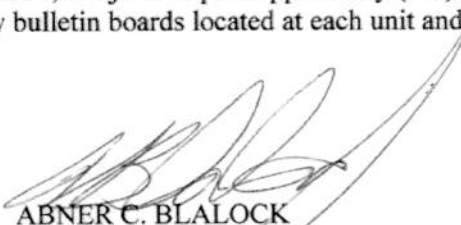
ALJ1-HRO-SEEM

7 January 2009

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Equal Opportunity (EO) Policy

1. Equal Opportunity is an essential element of readiness that is vital to the accomplishment of our mission. Therefore, commanders and supervisors are responsible for ensuring that our work environments are free from unlawful discrimination based on race, religion, color, gender, (including sexual harassment), national origin, or reprisal (for having engaged in previous equal opportunity activity).
2. My policy on discrimination is clear. Each member of the Alabama National Guard will be provided equal treatment with dignity and respect. Inappropriate behavior will not be tolerated and will be addressed swiftly and appropriately.
3. Commanders will ensure Human Relations/Equal Opportunity (HR/EO) training is conducted. Also, commanders will ensure that the course content and instructional methods used in the training promotes positive human relations and equal opportunity for all members.
4. Procedures for filing military complaints of discrimination are in National Guard Regulation (NGR) 600-22/ANGI 36-3, dated 30 Mar 01, National Guard Military Discrimination Complaint System, in the permanent section on the military bulletin board at each unit and on the Human Resources Office (HRO) website (<http://www.al.ngb.army.mil/hro/eeo/eeo.htm>). Alternative dispute resolution procedures are available to military members and should be explored with EO personnel as a method of conflict resolution, if appropriate. All formal complaints will be promptly and thoroughly investigated and appropriate action will be taken for those that are validated. To help ensure military complaints are promptly and thoroughly investigated, commanders at JFHQ, AL (Air), JFHQ, AL (Army), each MACOM and each Wing will appoint an individual to serve as a Military EO Investigator and ensure the appointed Military EO Investigator receive the required 32 hours of initial training for new Investigators and the annual 8 hours of refresher training. Contact our State ANG MEO Officer, Lt Col Barbara Harris, at (334) 271-7215 or DSN 363-7215 or ARNG HR/EO Officer, LTC Norman McNatt at (334) 271-7216 or DSN 363-7216 to coordinate the details of the required training for the investigators.
5. This policy letter supersedes JFHQ-AL-TAG, 2 Jan 08, Subject: Equal Opportunity (EO) Policy and will be posted in the permanent section on all military bulletin boards located at each unit and on the HRO website.



ABNER C. BLALOCK
Major General, ALARNG
The Adjutant General